

Class Expectations and Guidelines for Spanish Ab Initio & SL

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WELCOME to IB Spanish! Please read what will be expected of students in this course and return the letter to me, signed by Wednesday September 6th 2017.

General information:

In Spanish, you will be acquiring extensive vocabulary, learning verb usage, learning sentence structure, honing your communication skills, and learning about the various cultures from the Spanish speaking world. You will be seeing, hearing, speaking and writing Spanish. ***It is very important to use Spanish in class every day, all the time.*** You may not always say or write everything correctly, but remember, we all still make mistakes in our primary language. Sometimes, the willingness to try is more important than accuracy. Since ultimately the goal in studying any language is to be able to communicate with others and be understood, perfection is not the ultimate goal, comprehensibility is.

Spanish Language B SL - We will be using the textbooks *Spanish B and Mañana*, although they will not be the focus of everything that we do. Each student will be issued their own copy of the book, **which they are expected to bring with them to class every day. There will be book checks at my discretion, ESPECIALLY if students are challenging this rule.**

Course Overview and Objectives

In Spanish Ab initio A/B, students will move at an accelerated pace through Spanish 1-3 and half of Spanish 4 curriculum and expand upon their knowledge of spoken and written Spanish. The focus of Spanish Ab initio, as is the focus of all world language classes, will be on listening comprehension, speaking, reading, and writing in standard Spanish. Students will be expected to communicate in Spanish 95% and more in Spanish in the classroom.

In Spanish Language B SL, students will move at an accelerated pace through Spanish 3-4 and half of AP Spanish. The focus of Spanish SL, as is the focus of all world language classes, will be on listening comprehension, speaking, reading, and writing in standard Spanish. Students will be expected to communicate in Spanish 100% and more in Spanish in the classroom.

Students will develop knowledge of Spanish vocabulary, sentences, and expressions appropriate for their experiences. They will learn about Spanish pronunciation, culture, and how to speak and write in the present and past tenses.

This course's main goal is to prepare IB students for the rigors of higher level Spanish. Some students take Ab initio or SL because they have prior experience in Spanish. No matter what reason you have for taking IB Spanish this is an advanced course and I have high expectations, both academic and behavioral, for ALL students.

Student Arrivals

It is important to maximize the amount of time that we have in class every day. Therefore, students are expected to arrive to class quickly, turn in any homework assignments, get out all materials, and start the quick writes or warm up activity. It is my expectation that all of this is done **before the tardy bell** rings. I know that some students must travel long distances between classes, but in addition to the academic aspects of high school, time management and working within given time restrictions is also important.

Please note the LCHS tardy policy I have copied below:

Tardy Policy

Students are expected to report on time school and to all classes. Students have 6 minutes to transition from one class to another. This is ample time, if time is not wasted.

Situation where a student is chronically late to class, or multiple classes in one day, will be handled through an administrative referral.

CONSEQUENCES for unexcused TARDY include:

1st offense = warning

2nd offense = parent contact

3rd offense = referral for 3 days of lunch detention in ISS or after school detention for 90 minutes

- 6 tardies- referral for 1 day ISS
- 9 tardies –referral for 1 day OSS

Student Bathroom Breaks

All students have 6 minutes to arrive in class on time. **UNLESS** you have a **DOCUMENTED** medical condition, which I have already discussed with you and your family, you should NOT leave the classroom for bathroom breaks during the first 20 or last 20 minutes of class.

ALL students leaving for the bathroom **MUST** sign out with the date and time and SIGN back in when they return. They will also use the **HALL PASS**.

Student Supplies

All students are expected to bring all **required materials** to class **every day**. For my class, you must have **YOUR TEXTBOOK** and a **3 subject notebook, glue, clear tape, dry erase marker, paper, color pencils, ruler, pen or pencil**. The interactive notebook (full of your notes/activities) will be turned as part of your grade. Please have a Spanish-English dictionary available at home or arrange for dictionary use in the media center.

Student Preparation

There is **homework** every day! Whether there is a specific written assignment, project, or presentation, it is expected that you will also spend some time every day outside of class reviewing Spanish; even just 15 minutes a night can be extremely helpful. The purpose of homework is to practice and synthesize what we have been working on in class. Failure to do your homework or turning in someone else's effort instead of yours will ultimately impede your knowledge of Spanish, and impact your grade in several ways.

As stated above, all homework should be placed in the **tray** in the front of the room as you enter the class. Homework assignments checked in class and returned the same day will **not be accepted late**. Before turning in any assignment, make sure that you have written on it: your name, class, the date, and the page and activity numbers or the title of the assignment. **If you are absent on the day that an assignment is due, you will be expected to turn it in upon your return to class.** Any time that you are absent, it is your responsibility to find out what you missed. Assignments, in the measure possible, will be posted to my teacher Blog (mirnasmith.weebly.com).

Testing, Assessments, and Tutorials

Tests and other major assessments will take place on Tuesday or Thursdays. Quizzes and other smaller assessments may take place at any time. Regular **tutorials** will be on **Wednesdays from 3:10-4:00.**

There may be other days that I am available, and I will announce those in advance for each week. Some days I may be available before school, and I will announce those days in class. If you are absent for an assessment, you must come in on the next tutorial opportunity to make it up.

Redo/Retake

1. Missing assignments (assignments which were not submitted within a week of the original due date) are **not** eligible for redo/retake.
2. **IB students** who receive a 69% percent or below on a major assessment (test/project) have the option to retake it one time for a maximum grade of 70% percent.
3. The **higher** of the two grades will be entered into the gradebook.
4. Students must initiate scheduling a retake with the teacher, and a plan of action will be developed (tutorials, study session, completion of pre-assessment work, etc).
5. The retake must be within a week of the assessment being graded.
6. Retakes must be taken before or after school or during lunch. (See your teacher for a schedule of tutorials.)
7. Failure to retake at the appointed time and place results in a forfeit of the retake, and the original grade will stand.

Revision of Writing

*It is expected that students will write, revise, and edit major writing assessments. These do not fall under the above policies. The number of drafts for written assignments will depend on the standards being assessed and the individual classroom teacher.

Late Work

*It is expected that students will submit assignments on the due date, in the correct format, and in the correct location assigned. (For instance, the Bucket Quest project is due on 1/9/16 on Google Drive.)

1. Late work will be accepted no later than one week after the original due date.
2. Late work will receive no higher than a 70 percent, unless the assignment was late due to an EXCUSED absence.
3. Pre-announced/scheduled assignments are due immediately upon the student's return to class following an absence.

Lee County Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

***Students will have a midterm and final exam counting as 20% of the semester grade, which will include a speaking, listening, reading, writing, Online Portfolio and notebook component. ***

GRADE DISTRIBUTION

Each quarter's grade will be calculated as follows:

Class Work/Homework (Reading, Writing, Speaking, Listening) 20%

Quizzes (Vocabulary, Grammar, Writing, Speaking, Listening) 30%

Integrated Tasks (Unit test, Unit assessments, projects) 50%

There will be a **mid-term exam** and **final exam** given for the course. These will count for 20% of the final grade.

Academic Honesty:

All students are expected to produce original work and to document sources in the correct format when used. When collaborating on an assignment, students should still produce original work. Students in violation of the policy will redo the assignment with written explanation for the corrections, and will receive no more than a 60 percent for the first offense. A second offense will result in a zero with no chance to redo the assignment. Any additional offense will be reviewed by the IB Faculty, and consequences will be determined, including the option to remove the student from the programme. In all cases, parents will be contacted. This policy is effective throughout the two years of the programme, and violations carry over from the junior year. Violations and decisions prior to the 2017-18 school year are still in effect.

Students will sign “Pledge” on the top of each assignment to acknowledge the following: *I have neither given nor received any help with this assignment. I pledge that this work is my own.*”

Teachers may refuse to accept an assignment if the pledge is not included on the assignment.

Academic Probation:

Within the IB program, any student with a 69 percent or lower in two or more of his or her classes will be placed on academic probation. Once on probation, the student will be required to report to study hall for the teacher of record twice per week until grades return to a C or better.

Follow the LCHS Honor Code and do your own work honestly and with integrity. Do not use electronic or online translators (Google translate, Bing, Babel), native speakers, or students in higher-level Spanish classes to do your work for you. WordReference.com is acceptable. Most of the time, I will be able to tell that you have done this.

Culture Days: Throughout the year, French and Spanish IB students will be collaborating to observe cultural holidays and traditions. The following Culture Days and themes are scheduled for the fall semester:

September 28th & 29th: Traditional French & Spanish Game Day

October 25th & 26th: Art Month and Painting

November 16th & 17th : All Saint’s Day & Day of the Dead Traditions

December 18th & 16th : French & Spanish Holiday Traditions

Student Electronic Devices (includes headphones)

There will be times in class when students will be allowed to use their **cell phones** or other computing devices for instruction-based activities. **However**, if any student is caught using their phone for non-instructional purposes, I will follow the procedures outlined in the LCHS Electronics Policy. This policy is copied below for your information:

Student Electronics Policy

As per LCHS Policy, students are not to use, display, transmit or have in the “on” position, in any building, any type wireless communication device until after the conclusion of the instructional day at 3:00pm

Therefore, electronic devices (IPODS, MP3 Players, phones, etc.) will not be displayed or utilized during class time unless they are incorporated by the teacher into the daily instructional plan.

At no time should electronic devices become a distraction for students. The LCHS Student Handbook clearly outlines the acceptable use policy for electronic devices, and this policy applies to the personal use of such devices by students.

Any violation of the LCHS policy (such as taking unauthorized photographs, recording and / or posting inappropriate materials, cyber-bullying and harassment, etc.) will result in immediate disciplinary action.

CONSEQUENCES:

1ST VIOLATION- The item will be confiscated and returned at the end of the day 3:00pm

2nd VIOLATION- The item will be confiscated and held for multiple days. (ISS may be assigned)

3rd VIOLATION – Shall subject students to disciplinary actions up to and including Out of School Suspension.

[Please note: in my class you get ONE warning and then I will confiscate your electronic device. There are NO second or third chances with this policy and we will follow this LCHS policy to the letter. The definition of devices includes headphones that a student has on his or her head (even ones that are not plugged into a device) as well as Nintendo DS, music players, and iPods.]

Rules and expected behaviors

1. **Llegar a tiempo.** – Be on time! You must be in your seat and ready to begin work when the bell rings.
2. **Tener sus cuadernos.** – Be prepared each day with your notebook, and supplies.
3. **Hacer la tarea diaria.** – Do your classwork/homework and study on a daily basis.
4. **Participar en clase cada día.** – Participate in class (appropriately) each day and use as much Spanish as possible.
5. **Mostrar respeto a todos.** – Show respect to the teacher, your classmates, your supplies, the classroom, and class rules.
6. **Seguir instrucciones.**- Do not pack up before I tell you that class is over! You are to wait at your seat until I dismiss you. Never wait by the door.
7. **Código de honor** -Cheating and plagiarism are not tolerated and consequences will follow the LCHS Student Handbook. **GOOGLE TRANSLATE** and other online translation services **PROHIBITED** in class.
8. ****No food, drinks, candy, gum, or electronic devices (cell phones)!***

****Anyone caught doing work for another class or teacher instead of my work will have that work confiscated and the teacher and your parent/guardian contacted.****

Violations of these expectations and rules will result in the following consequences:

1st – Warning/Teacher Documentation of the Violation

2nd – Parent/Guardian Contact

3rd - Office Referral/Removal from Class

(*There may be the rare instance when one or more consequence must be skipped over due to the severity of the offense.)

*Please PRINT, SIGN, and have your PARENTS or GUARDIANS sign the following signature sheet and return them to me as soon as possible, but no later than Wednesday, September 6th .

August 28, 2017

Dear Parent and Student:

¡Bienvenidos! I am very excited about teaching your son/daughter Spanish this year! It is an honor and a privilege to be here at Lee County High School for my fifteenth year of high school teaching.

Learning any language is an important skill for the 21st century. Our class will be conducted in a manner that provides students with real-world situations and experiences that build communication skills in Spanish in the areas of listening, reading, writing, and speaking. I look forward to an amazing and productive year! Please feel free to contact me either by email: msmith.ls@lee.k12.nc.us, or by telephone: (919)776-7541 ext 2593. ~Señora Smith

*Students - Please sign below that you have read and are in agreement with the course guidelines and classroom expectations for Sra. Smiths' Spanish class and return it to class by **WEDNESDAY, SEPTEMBER 6th, 2017**. The course guidelines and expectations should stay in your son/daughter's Spanish notebook for the rest of the year and a copy will be posted on my teacher website, which can be found on the class Blog.

I, _____, (*print student name*) have read and understand all the expectations for Spanish class this year. I will uphold the LCHS Honor Code and follow the required behavior outlined in the syllabus.

(*Student signature*) _____ (Date) _____

*Parents, please sign below:

I have read and understand the expectations for my child in this Spanish course.

(*Parent/guardian printed name*) _____

(*Parent/guardian signature*) _____ (Date) _____

